



## APPENDIX A

# Predesign Checklist

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## PREDESIGN CHECKLIST



The predesign checklist should be completed by the agency and submitted to the Office of Financial Management with the predesign.

Is the following in the predesign? If not, it should be noted “not applicable”

- ☐ Executive Summary
- ☐ Project Analysis
  - Discussion of operational needs
  - Discussion of alternatives
  - Discussion of selected alternative
  - Identification of issues
  - Prior planning and history
  - Stakeholders
  - Implementation approach
  - Project management
  - Schedule
- ☐ Program Analysis
  - Assumptions
  - Functions and FTEs
  - Spatial relationships between the facility and site
  - Interrelationships and adjacencies of functions
  - Major equipment
  - Special systems such as environmental, information technology, etc.
  - Future needs and flexibility
  - Sustainability and energy utilization
  - Applicable codes and regulations
- ☐ Site Analysis
  - Potential sites
  - Building footprint
  - Site considerations such as physical, regulatory, and access issues
  - Acquisition process
- ☐ Project Budget Analysis
  - Assumptions
  - Detailed estimates

- Funding sources
  - Form C-4, Predesign Capital Project Request Report Summary
  - Form C100, Agency/Institution Project Cost Estimate
  - Form C-3, Benefit and Life Cycle Cost Analysis Summary
  - Sign off by agency
- ☐ Master Plan and Policy Coordination
  - Impacts to existing plans
  - Adherence to significant state policies
- ☐ Facility Operations and Maintenance Requirements
  - Assumptions
  - Operating costs in table form
  - Staffing plan (capital and operating)
- ☐ Project Drawings/Diagrams
  - Site plans
  - Building plans
  - Building volumes
  - Elevations
- ☐ Appendix
  - Predesign checklist
  - Project budget unit cost detail
  - Sustainable design charette summary
  - Additional information as needed